

POLICE LOGISTICS SUPPORT SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Logistics Support Specialist exists is to provide support to the police department in the areas of pickup and delivery of supplies, equipment and clothing inventory and the general maintenance of police facilities. This classification is non-supervisory and receives general supervision from the Special Services Manager.

ESSENTIAL FUNCTIONS:

Sanitizes police vehicles and jail cells; cleans up substances such as hazardous bodily contaminants including airborne and blood borne pathogens; body waste fluids/substances; teeth, bloody garments, etc.

Cleans and sanitizes lavatories and fixtures, and replenishes supplies at beat offices.

Performs general ground maintenance at police headquarters building; replaces tiles, hinges, knobs, ceiling lights and other items as required.

Dusts and polishes office furniture; empties waste receptacles and disposes of trash; prepares rooms for special setup; and performs repairs of cleaning equipment malfunctions.

Lifts items weighing up to 50 pounds. Coordinates visual and muscular dexterity in operating cleaning equipment and performing general custodial functions. Sits, stands, lifts arms above shoulder level, and makes continuous arm-hand movements.

Drives a departmental vehicle for pickup and delivery of department supplies and car washing services.

Oversees the inventory and the auditing of supplies for the unit such as bulletproof vests, shirts, pants, tools, etc.

Applies cleaning agents and mixes chemicals.

Comprehends and follows simple oral and written instructions.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Basic cleaning and maintenance of building interiors and exteriors.

Cleaning agents and mix chemicals.

Ability to:

Perform manual work requiring extensive physical exertion.

Understand and follow specific oral instructions.

Obtain a valid Arizona drivers license and have no major driver citations within the past 39 months.

Apply cleaning agents and mix chemicals.

Education and Experience

Must possess a high school diploma or G.E.D. Some experience in cleaning and maintaining building interiors is desirable.

FLSA Status: Non-Exempt

HR Ordinance Status: Classified